

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**  
**BOARD OF TRUSTEES**  
**Regularly Scheduled Meeting November 18, 2015**

**A. Call to Order:**

The regularly scheduled November meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order by President King at 7:00 p.m. Those present: Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Mead, Ms. Samoyan, Mr. Garbowski, Mr. Paredes and President King. Ms. King noted that tonight's meeting is held in compliance with the requirements of the Open Public Meetings Act.

**B. Public Portion:**

President King opened the Public portion. There were no members of the public present. Ms. King closed the Public portion.

**C. Approve Minutes of October 2015 Meeting:**

Motion to approve the minutes of the October 2015 meeting was made by Mr. Pohler, seconded by Mr. Garbowski. All voted in favor.

**D. Financial Reports:** Off the record to permit Board review. Back on the record.

**1. Approve Financial Reports.**

Motion to approve the Financial Reports for October was made by Mr. Garbowski, seconded by Mr. Pohler. All voted in favor.

**2. Approve Payment of Vouchers:**

Motion to approve payment of vouchers for October was made by Ms. Patterson, seconded by Mr. Pohler. All voted in favor.

**3. Approve Budget Transfers:**

Mr. Paredes outlined budget transfers in order to move funds into more active categories. Motion to approve budget transfers as outlined by the Director was made by Mr. Pohler, seconded by Mr. Garbowski. All voted in favor.

**E. Director's Report:**

Mr. Paredes reported that the Township cleaned the leaves from the roof. Mr. Paredes regularly calls for a sewer clean out to avoid back-ups. Mr. Pohler emphasized the need for quarterly flushing of the line by Buildings and Grounds to head off back-ups that occur due to high efficiency toilets and urinals which do not have enough water flow to keep the lines clear.

Mr. Paredes and Mr. Garbowski met to discuss improving lighting in the parking lot areas. They discussed replacing two heads which would be under the bid threshold. Then two lights can be added next year. This plan of action will get this work accomplished. Mr. Paredes noted that on election night the timer for the exterior lighting was not synchronized and the parking lot was dark. He had to call the Fire Company to aid with the lighting for voters.

The Board made several suggestions regarding the exterior lighting including dusk to dawn lighting and leaving just the perimeter lights on when the Library is closed. Mr. Pohler noted

that an entrance light is not lit.

Mr. Paredes said that the past month had been very busy. He and Jennifer are planning on attending a meeting at Holiday City. He also noted the Dog Program is going over well. Mr. Paredes said there are two age groups for children's programs: 18 months to 36 months and ages 3 to 4. He noted Ms. Mirarchi has donated books to "Keep the Classics Alive" programs.

#### **F. Committee Reports:**

##### **Fund Raising Committee:**

Ms. Betterly reported that the craft fair went well and the Friends made more money for their bank account. They sold \$650.00 worth of books. Ms. Betterly said in addition to the Friends December meeting, a Volunteer Tea will be held on December 11, 2015. She anticipates approximately 25 will be attending.

##### **Garden Committee:**

Mr. Pohler filled about 7 leaf bags. He noted there are two trees which cause a great amount of clean-up work. President King appointed Ms. Mead to the Garden Committee recognizing her experience and talents in this area. Ms. Mead said she would investigate possible grants that might be available for the Library gardens. Mr. Pohler reminded of the need to keep the exterior trash cans emptied over the winter months.

#### **G. New Business:**

##### **1. Proposed Revision to Reference Department Policy.**

Mr. Paredes explained his reasoning for wanting a clear policy for the staff in the event they are approached relative to special needs or handicapped facilities at the Library. From his past experience, Mr. Paredes is familiar with certain instances where a clear policy should be in place to handle such situations. After discussion, it was decided by the Board to table the discussion until the Solicitor for the Library could be consulted. Mr. Paredes will contact Tim McHugh and report back to the Board with his advice in this regard.

#### **H. Old Business:**

The Library Holiday dinner will be Friday, December 4<sup>th</sup> at 6:30 p.m. at MonaLisia on Corkery Lane, Williamstown.

#### **I. Adjournment.**

Motion to adjourn was made by Ms. Samoyan; seconded by Mr. Pohler. All voted in favor. The meeting was adjourned at 7:50 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees